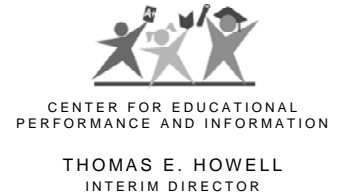




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LANSING



DATE: March 10, 2009

TO: Single Record Student Database (SRSD)/Michigan Student Data System (MSDS) Users

FROM: Center for Educational Performance and Information (CEPI) Student Data Team

SUBJECT: MSDS Update: How You Can Help

As the development team continues to work on correcting and improving the MSDS, there are a few things you can do to help reduce the load on the system and improve performance.

Only submit records for which unique identification codes (UICs) are needed.

CEPI originally recommended that districts submit all student records in order to validate all UICs. This recommendation was made to reduce the resolution districts would need to complete for the spring SRSD submission. In light of the performance issues with MSDS, CEPI is now recommending that districts only submit records for students who do not currently have UICs in your local system. We have added a resolution period after the close of the SRSD window (similar to SRSD Phase I UIC Resolution) to allow districts time to "clean up" records with incorrect UICs.

Reduce the number of files and records uploaded.

We have noticed that some users are uploading the same files multiple times. Each time a file is uploaded, it must be completely reprocessed, adding to the system load. Once you have loaded your student records into the staging area, please only re-upload those student records that have been changed or are being added to your collection. This will help reduce processing demand and system timeout errors for everyone. NOTE: The system will overwrite any record already in Staging that is included in a subsequent file upload. This means that if you have edited a student's record in Staging using the online interface and have not also made those changes to your local system, if you upload that student's record again the edits will be lost.

If you think the file you uploaded has gotten "stuck" in processing, please contact CEPI customer support by e-mail at cepi@michigan.gov or by phone at 517-335-0505, option 3 before uploading another copy of the file. Files are processed on a first in, first out basis, and it may take several hours or even a full day for your file to process. It depends on where the file falls in the queue and how many records are contained within the file. This is true of both the validation processing (loading the file into the staging area) and the UIC matching process.

Check your internet browser settings.

If you are still experiencing problems with downloads (timeouts and/or incomplete files) and you are using Internet Explorer (IE) as your Web browser, please try the steps outlined below as we have had significant success when these changes are implemented.

- 1) Close all of your Internet Explorer Web browser windows
- 2) Restart IE
- 3) From the top toolbar, select "Tools" then "Internet Options"

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- 4) Within "Internet Options," select the "Advanced" tab
- 5) Locate the section titled "HTTP 1.1 Settings"
- 6) Uncheck the box next to "Use HTTP 1.1"
- 7) Click "OK" at the bottom of the page
- 8) Restart IE

We are still exploring how other Web browsers interact with MSDS. CEPI will provide details if workarounds are identified for alternate browsers.

Save rather than Open.

When attempting to download data, please choose "save" rather than "open" when these options are presented. It is less taxing on the server to save the file to your local drive than to open it, making it less likely to result in timeout errors. Be sure to note where you are saving the file so you can locate it later.

NOTE: Please be aware that the file will contain confidential student data and should not be saved in a public or unsecured location.

Thank you once again for your assistance and patience as we work to improve this process.

CEPI Student Data Team